



**OFFICE OF FINANCIAL AND PROGRAM AUDIT
SEPTEMBER 2020 QUARTERLY REPORT**

**BOARD OF SUPERVISORS
AUDITOR OF THE BOARD**

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**Fairfax County
Office of Financial and Program Audit**



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**Fairfax County
Office of Financial and Program Audit**

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**Fairfax County
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REPORT ABSTRACT

Working under the guidance and direction of the Audit Committee, the Auditor of the Board provides an independent means for assessing management's compliance with policies, programs and resources authorized by the Board of Supervisors. Further to this process, efforts are made to gain reasonable assurance that management complies with all appropriate statutes, ordinances and directives.

This agency plans, designs, and conducts studies, surveys, evaluations and investigations of County agencies as assigned by the Board of Supervisors or the Audit Committee (AC). For each study conducted, the agency focuses primarily on the County's Corporate Stewardship vision elements. The agency does this by developing, whenever possible, information during the studies performed which are used to maximize County revenues or reduce County expenditures.

To assist the Office of Financial and Program Audit (OFPA) with executing the responsibilities under our charge, members of the Fairfax County Board of Supervisors (BOS) submit study recommendations of which the findings and management responses are included in published studies. This process is utilized to provide the constituents, BOS and management reasonable assurance that fiscal and physical controls exist within the County.

Additionally, this agency conducts follow-up work on prior period studies. As part of the post study work conducted, we review the agreed upon managements' action plans. To facilitate the process, we collaborate with management prior to completion of studies. Through this collaboration, timelines for the implementation of corrective action and status updates are documented for presentation at the upcoming Audit Committee Meetings.

The results of studies may not highlight all the risks/exposures, process gaps, revenue enhancements and/or expense reductions which could exist. Items reported are those which could be assessed within the scheduled timeframe, and overall organization's data-mining results. The execution of the OFPA's studies are facilitated through various processes such as; sample selections whereby documents are selected and support documentation is requested for compliance and other testing attributes. Our audit approach includes interviewing appropriate staff and substantive transaction testing. OFPA staff employs a holistic approach to assess agencies/departments whereby the review is performed utilizing a flow from origination to closeout for the areas under review.

There are several types of studies performed by OFPA, e.g.; operational, financial, compliance, internal controls, etc. To that end, it is important to note; OFPA staff reserves the option to perform a holistic financial and analytical data-mining process on all data for the organization being reviewed where appropriate. This practice is most often employed to perform reviews for highly transactional studies.

Fairfax County
Office of Financial and Program Audit

FCPD MOVING CITATION OPERATIONS STUDY

OVERVIEW AND UPDATES

The results of this study may not highlight all the risks/exposures, process gaps, revenue enhancements and/or expense reductions which could exist. Items reported are those which could be assessed within the scheduled ***timeframe, and overall organization's data-mining results.*** Office of Financial and Program Audit (OFPA's) studies are facilitated through several processes such as: sample selections, compliance support documentation and various testing approaches. There are several types of studies performed by OFPA, e.g.: performance, operational, financial, compliance, etc. To that end, it is important to note OFPA staff reserves the option to perform a holistic financial and analytical data-mining process on all data for the organization being reviewed where appropriate. This practice is most often employed to perform reviews for highly transactional studies.

The purpose of this study was to review moving citation operations managed by the Fairfax County Police Department (FCPD). Moving citations fall into two categories: pre-payable offenses and those requiring court appearance. Several types of violations result in moving citations such as: speeding, aggressive driving, driving without a license, improper turns, no headlights, improper passing, etc. In CY19, FCPD issued ~115k moving citations. The County collected ~\$6.2M of moving citation revenue in FY19. Issued moving citations are forwarded by FCPD to the General District Court (GDC) for data entry and payment collections. Moving citation data and payment collections are maintained in a Supreme Court of VA database. OFPA collaborated with FCPD, GDC, and the Office of the Executive Secretary Supreme Court of VA to obtain the moving citation data needed for this study. Our guiding principle (*provided through discussions with FCPD Leadership*) for this review was, if County codes exist for an infraction it should be used by the FCPD. OFPA used two data sources for this review; CY19 FCPD citations report (***which included ~115k citations in the original data***). Of these data, we noted 14,059 coded to the State whereby a County code exist. Other data analyzed was FY18-FY20 Office of the Executive Secretary Supreme Court of VA citations report (***which included ~253k citations in the original data***). Of these data, we noted unpaid 1,629 & paid 7,488 coded to the State whereby a County code exist (*excluding citations dispositions of nolle prosequi, not guilty, complied with law and dismissed*). OFPA is reporting on a total of 23,176 citations that were coded to the State whereby a county code exists. Item of note; these data files were ***not*** mutually exclusive. The remaining citations were unremarkable for reporting purposes. This study included (***but not limited to***), reviews of FY18-20: moving citation coding, unpaid moving citations, paid moving citations, and other testing attributes.

For this study, there were limitations to onsite verifications under the current COVID-19 pandemic working environment. The practice of *Social Distancing* precluded our ability to perform side-by-side observations and process analyses typically performed during our studies. Our focus was relegated to assessing the current citation and revenue environment and obtaining concurrence of future process enhancements. Testing results are detailed in the observations and recommendations tables.

OBSERVATIONS AND ACTION PLANS

The following table(s) detail observation(s) and recommendation(s) from this study along with management's action plan(s) to address these issue(s).

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CITATION CODING TRAINING FOR FIELD OFFICERS

Risk Ranking

MEDIUM

As part of this study we summarized issued citations from the **CY19 FCPD Citations Report** that were coded to the State whereby a County code existed; **114,875** issued of which **14,059** coded to the State whereby county code existed (error rate of **12.2%**). The estimated value of these **14,059** issued citations is **~\$660K**. This calculation is based on fine amounts for the same citations (*excluding processing and court fees*). Additionally, an extrapolated percentage of citations dispositions (*nolle prosequi, not guilty, complied with law and dismissed*) were also netted from this estimate. Our guiding principle (*provided through discussions with FCPD Leadership*) for this review was, if County codes exist for an infraction it should be used by the FCPD. These data were used to support this observation as the records in this file included station and patrol area information. Citation disposition information was not included in these records these were issued citations only. This data summary table was compiled at the request of FCPD Leadership. This information was helpful in identifying stations and patrol areas for which training may be beneficial.

The sections below are provided as context to this report, these prior period events cannot be reversed for recovery.

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The results of this summary are below:

CY19 Citations											
State Coded when County Code Exist Totaled 14,059											
Coded Citations w/o Stations and Patrol Area Count (Source: FCPD Information Technology Bureau): 6,628											
Coded Citations w/ Stations and Patrol Area Count (Source: FCPD Information Technology Bureau): 7,431											
McLean Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:
300	301	302	310	311	320	321	330	331	340	341	342
63	116	10	39	31	137	163	60	54	22	6	28
West Springfield Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank	
700	701	710	711	720	721	730	731	740	741		
84	52	224	333	76	110	220	113	44	28		
Franconia Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank	
600	601	610	611	620	621	630	631	640	641		
94	42	137	151	172	29	277	86	58	95		
Mason Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank	
400	401	410	411	420	421	430	431	440	441		
254	79	112	161	17	38	154	89	73	255		
Mt. Vernon Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank	
200	201	210	211	220	221	230	231	240	241		
36	54	52	103	72	96	9	36	15	208		
Fair Oaks Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank			
800	801	810	811	820	821	830	831				
171	198	86	195	71	18	62	45				
Reston Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank			
500	501	510	511	520	521	530	531				
16	30	91	80	69	51	29	2				
Sully Station (Source: FCPD Information Technology Bureau)											
Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Patrol Area:	Area Intentionally Left Blank			
100	101	110	111	120	121	130	131				
59	165	232	169	177	204	116	28				

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Recommendation

We recommend FCPD initiate a data driven prioritization citation coding training effort. This effort should drive down this marginal error rate and assist the County in minimizing potential revenue leakage. We noted earlier above, the files used for this study are not mutually exclusive. To that end, these citations are in various stages of adjudication which hinders recovery. This observation focuses on closing gaps in citation processing.

Further to this initiative, we recommend that the E-Summons application is programed to default to County codes for use by the FCPD patrol officers to issue citations.

Action Plan

Point of Contact	Target Implementation Date	Email Address
Shawn Bennett (Major, FCPD)	12/31/2020	Shawn.Bennett@fairfaxcounty.gov
James Krause (Captain, FCPD)		James.Krause@fairfaxcounty.gov

MANAGEMENT RESPONSE:

The FCPD is committed to enhancing processes which reduce or eliminate the use of Virginia State Code for moving violations, when applicable Fairfax County Codes exist. The following action should dramatically, if not totally, correct this Audit item.

The FCPD's Information Technology Bureau recently received an updated code table from the Fairfax County Court, which provides the FCPD with the most recent update of County Codes for uploading to the Brazos e-summons system. As the Brazos system is updated, FCPD IT Bureau will remove any Virginia State Code where there is a coinciding County Code. Therefore, officers will only be able to use the County Code for these noted violations. Any incidents which require usage of State Code by our officers (i.e. summonses issued in the Town of Vienna or Town of Herndon) can be done by completing a hard copy (PD60) summons form. The IT Bureau will initiate this system change immediately and notification will be made to the Board Auditor for final review once complete.

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FCPD STATE CODED UNPAID CITATIONS WHEREBY COUNTY CODE EXISTS

Risk Ranking

INFORMATIONAL SUMMARY

We performed a review of the FCPD *unpaid* citations. The data utilized for this review was provided by the **Office of the Executive Secretary Supreme Court of VA**. The data was stratified to exclude infractions coded as: nolle prosequi, not guilty, complied with law and dismissed. The objective of this review was to assess the accuracy of citation coding by FCPD. Our guiding principle (*provided through discussions with FCPD Leadership*) for this review was, if County codes exist for an infraction it should be used by the FCPD. The use of the **prefix 82-1-6** with State codes converts the citation into a County coded citation, whereby fine monies are remitted to the County. If citations are written by FCPD *without* the **prefix 82-1-6**, it is a considered State coded citation and the fine monies are remitted to the State.

We identified **1,629 out of 253,201** FCPD *unpaid* State coded moving citations where County codes exist. These miscoded citations amount to **~\$126k** in potential revenue loss. These data were used to support this observation as the records in this file included disposition information. Citation station and patrol area information were not included in these records. The table below details the citation coding results:

Aggregated Fairfax County State Coded <i>Unpaid</i> Citations County Code Exist Data Excludes Citations w/ Dispositions Relieving Offenses					
State Codes	Code Series Range	Fine Amounts Range (Note 1)	No. of County Coded Citations	No. of Same Citations Coded to State	Potential County Revenue
18.2-2XXX	272	\$125	68	32	\$4,000
46.2-1XXX	1002-1172	\$30-\$250	1,527	438	\$14,760
46.2-3XXX	300-349	\$125-\$2,500	1,816	612	\$78,875
46.2-6XXX	613(1)-618	\$25-\$125	200	59	\$2,075
46.2-7XXX	716-724	\$25-\$125	109	25	\$925
46.2-8XXX	802-893	\$20-\$125	2,321	425	\$24,270
46.2-9XXX	910-928	\$15-\$125	86	38	\$1,145
Tick Mark:			Totals:	6,127	1,629
Data Source: Office of the Executive Secretary, Supreme Court of VA					
Note 1): Fine amounts exclude processing & court fees. Data provided by the General District Court of Virginia.					

Summary Response

These items have been deemed as **“Informational Purposes Only”**. Based on follow-up interviews with the Clerk of Court Fairfax County General District Court, reassigning the citations to obtain the money’s associated with these coding errors is labor intensive and cost prohibitive. We also liaised with the Office of the County Attorney (OCA). OCA advised OFPA that; since these cases have been completed it is too late to seek an amendment to the charges.

To that end, this report will focus on addressing process gaps highlighted in the first observation.

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FCPD STATE CODED PAID CITATIONS WHEREBY COUNTY CODES EXISTS

Risk Ranking

INFORMATIONAL SUMMARY

We performed a review of the FCPD *paid* citations. The data utilized for this review was provided by the **Office of the Executive Secretary Supreme Court of VA**. The data was stratified to exclude infractions coded as: nolle prosequi, not guilty, complied with law and dismissed. The objective of this review was to assess the accuracy of citation coding by FCPD. Our guiding principle (*provided through discussions with FCPD Leadership*) for this review was, if County codes exist for an infraction it should be used by the FCPD. The use of the **prefix 82-1-6** with State codes converts the citation into a County coded citation, whereby fine monies are remitted to the County. If citations are written by FCPD **without** the **prefix 82-1-6**, it is a considered State coded citation and the fine monies are remitted to the State.

We identified **7,488 out of 253,201** FCPD *paid* State coded moving citations where County codes exist. These miscoded citations amount to **~\$323k** in revenue loss. These data were used to support this observation as the records in this file included disposition information. Citation station and patrol area information were not included in these records. The table below details the citation coding results:

Aggregated Fairfax County State Coded <i>Paid</i> Citations County Code Exist Data Excludes Citations w/ Dispositions Relieving Offenses					
State Codes	Code Series Range	Fine Amounts Range (Note 1)	No. of County Coded Citations	No. of Same Citations Coded to State	Potential County Revenue
18.2-2XXX	272	\$125	40	36	\$4,500
46.2-1XXX	1002-1242	\$10-\$250	6,676	1,668	\$55,750
46.2-3XXX	300-349	\$125	1,917	667	\$83,375
46.2-6XXX	613(1)-613(5)	\$25-\$125	6,954	1,548	\$38,900
46.2-7XXX	716	\$25	492	61	\$1,525
46.2-8XXX	802-894	\$30-\$200	25,456	3,384	\$130,040
46.2-9XXX	910-928	\$15-\$125	469	124	\$8,825
Tick Mark:			Totals:	7,488	\$322,915
Data Source: Office of the Executive Secretary, Supreme Court of VA					
Note 1): Fine amounts exclude processing & court fees. Data provided by the General District Court of Virginia.					

Summary Response

These items have been deemed as **“Informational Purposes Only”**. Based on follow-up interviews with the Clerk of Court Fairfax County General District Court, recovery of the money’s associated with these coding errors is labor intensive and cost prohibitive. We also liaised with the Office of the County Attorney (OCA). OCA advised OFPA that; since these cases have been completed it is too late to seek an amendment to the charges.

To that end, this report will focus on addressing process gaps highlighted in the first observation.

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UNUSED AND UNDER USED PROPERTIES STUDY

OVERVIEW AND UPDATES

The purpose of this study was to review County & non-County owned properties for unused and under used acreage. OFPA collaborated with several agencies during this study which included: Facilities Management Department (FMD), Department of Planning & Development (DPD), Department of Housing Community Development (DHCD) and the Department of Finance (DOF). Based on the data provided by FMD, the County has **702** owned parcels (or **~3,601 acres**) with a total value of **~\$2.5B**. Of the **702** parcels, go forward analysis will be on the **26** parcels in the table below. **676** parcels did not warrant further review at this time due to, no vacant/open space acreage, easements, right-of-way, park and ride designations. Some County-owned properties are also leased out. Additionally, the County leases several non-County-owned properties such as: office space, warehouses, health centers, etc. This study included (**but not limited to**), reviews of: County-owned properties, non-County-owned properties, and the assessment of vacant/open space acreages. *No presentation is being made as to the absolute marketability of the any of the **vacant/open** space acreages. This report is being written with the emphasis of working with management as an assessment exercise.* A follow-up study will be performed over approximately 6 months to continue to assess the parcels in this report.

Below are the current acreages which we will be working with the above-mentioned team to report out at later date:

County-Owned Total Parcels	702
Removed: No Vacant/Open Space Acreage	(406)
Vacant/Open Space Acreage	296
Removed: Vacant/Open Space Acreage < 0.2 acres	(57)
Total Vacant/Open Space Acreage Reviewed	239
Removed : Easements, Park & Ride, Right-of-Way, & Telecommunication Towers	(83)
Review by FMD	156
Removed: Based on Review by FMD - Dedicated, Unbuildable, etc.	(130)
Total Vacant/Open Space Acreage: Initial Focus for Futher Assessment	26
Total Vacant/Open Space Acreage: Parcels w/o Further Review at this Time	676
Total County-Owned Parcels	702

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Twenty-Six Vacant/Open Space Acreage Analysis Data Source: FMD Real Estate and Building Services Division						
Tax Map No.	Zoning	FMD Land Use Explanation	Parcel Acreage	Used Parcel Acreage FMD	Vacant/Open Space Acreage	Vacant/Open Space Acreage Consideration/Review by: FMD, Land Use & Housing
0561 15 0014	PDC (Planned Dev Commercial)	Fairfax County Government Center	86.395	75	11.40	FMD: Initial due diligence underway by DHCD Land Use: Governed by RZ 86-W-001 Housing: Further Evaluation to be Performed
0504 01 0050A	R-4 (Residential 4 DU/AC)	James Lee Center; Fields c/b Subdivided From Bldg.	12.578	6	6.58	FMD: Recreational fields c/b redeveloped Land Use: Governed by SEA 90-P-050 Housing: Not Considering for Use
0671 01 0035	RC (Res Conservation 1DU/5AC)	Mott Community Center; Diamond Field	9.215	7.215	2.00	FMD: Recreational fields c/b redeveloped Land Use: Governed by SP 91-S-056 Housing: Not Considering for Use
1012 01 0047	R-3 (Residential 3 DU/AC)	Gum Springs Community Center	7.896	4.896	3.00	FMD: Open play area Land Use: Governed by SE 93-V-004 Housing: Further Evaluation to be Performed
1022 01 0002A	R-3 (Residential 3 DU/AC)	Hollin Hall Senior Center, School Age Center, Fields	6.887	3.887	3.00	FMD: Recreational fields c/b redeveloped Land Use: Governed by SE 86-V-119 Housing: Further Evaluation to be Performed
0303 01 0042A	R-3 (Residential 3 DU/AC)	Lewinsville Senior Center and Daycare	5.587	4.087	1.50	FMD: Recreational fields c/b redeveloped Land Use: Governed by SEA 94-D-002-02 Housing: Not Considering for Use
0573 01 0017	PDC(Planned Dev Commercial)	Burkholder Center	5.03	4.03	1.00	FMD: Some unused, some acreage w/ Court House Plan Land Use: Governed by PCA 91-W-023-03 & FDP 91-W-023-02 Housing: Further Evaluation to be Performed
0513 18 0001	R-20(Residential 20 DU/AC)	Willston Center (educational use restriction in deed has been satisfied per OCA); unscheduled recreational field	5.001	3.001	2.00	FMD: Recreation field c/b redeveloped Land Use: Governed by SE 88-M-016 Housing: Further Evaluation to be Performed
0722 01 0043	R-3(Residential 3 DU/AC)	Lincolnia Senior Center	4.833	3.833	1.00	FMD: Recreational field c/b redeveloped Land Use: Governed by RZ 86-M-069 Housing: Further Evaluation to be Performed
1021 01 0002A	R-3(Residential 3 DU/AC)	Former Gum Springs Library site (leased to day care)	4.107	3.107	1.00	FMD: Some useable space Land Use: No Zoning Case Found Housing: Further Evaluation to be Performed
0711 04 0109A1	R-4(Residential 4 DU/AC)	Leased to adult/child daycare providers	3.657	2.657	1.00	FMD: Part of open space being developed as a park. Land Use: Governed by SEA 79-M-121-02 Housing: Further Evaluation to be Performed
1022 02050030	R-3(Residential 3 DU/AC)	Hollin Hall Senior Center, School Age Center, fields	2.049	1.049	1.00	FMD: Part of ball field c/b developed Land Use: No Zoning Case Found Housing: Further Evaluation to be Performed
0353 01 0011A	R-1(Residential 1 DU/AC)	Ffx County Parkway Expansion/Open Space	5.05	0	5.05	FMD: Portion may be developable Housing: Not Considering for Use
0504 01 0050B	R-4(Residential 4 DU/AC)	Open Space for James Lee Center	0.52	0	0.52	FMD: Conveyance from Housing Housing: Further Evaluation to be Performed

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Twenty-Six Vacant/Open Space Acreage Analysis (Cont'd)						
Data Source: FMD Real Estate and Building Services Division						
Tax Map No.	Zoning	FMD Land Use Explanation	Parcel Acreage	Used Parcel Acreage FMD	Vacant/Open Space Acreage	Vacant/Open Space Acreage Consideration/Review by: FMD, Land Use & Housing
0553 04 0016	R-1(Residential 1 DU/AC)	Open Space (potential reuse)	0.753	0	0.753	FMD: Only 0.25 acres is usable/not within RPA Housing: Further Evaluation to be Performed
0881 01 0006A	R-1(Residential 1 DU/AC)	Open Space (no access); VDOT pond	2.208	0	2.208	FMD: C/b developable, m/b some SWM future plans Housing: Further Evaluation to be Performed
0894 21 0003	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.259	0	0.259	FMD: Surplus condemned, c/b developed Housing: Further Evaluation to be Performed
0894 21 0004	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.217	0	0.217	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0005	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.24	0	0.24	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0006	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.307	0	0.307	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0007	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.34	0	0.34	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0008	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.286	0	0.286	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0009	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.255	0	0.255	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0010	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.2	0	0.2	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0011	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.213	0	0.213	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
0894 21 0013	R-3C(R-3 w/Cluster Dev)	Open Space (nonbuildable?)	0.201	0	0.201	FMD: Surplus condemned for re-route Housing: Further Evaluation to be Performed
				Total:	45.52	

Appendices A-E includes source aggregated and sample data which was used to pare down the data for analysis.

For this study, there were limitations to onsite verifications under the current COVID-19 pandemic working environment. The practice of *Social Distancing* precluded our ability to perform side-by-side observations and process analyses typically performed during our studies. Also, no review on office space vacancies was performed. A considerable portion of County staff is currently teleworking due to the COVID-19 pandemic. A meaningful assessment could not be made at this time. Our focus was relegated to assessing the property usage based on feedback from the above-mentioned teams.

OBSERVATIONS AND ACTION PLANS

The following table(s) detail observation(s) and recommendation(s) from this study along with management’s action plan(s) to address these issue(s).

**Fairfax County
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VACANT/OPEN SPACE ACREAGE MONITORING AND ANALYSIS

Risk Ranking

MEDIUM

We worked with several agencies; *FMD, DPD* and *DHCD* to perform this review. Information regarding these parcels required assessments performed by each agency. We communicated with each agency individually and in a collaborative forum. Currently within FMD, used and unused parcels/acreage are tracked for the County. This process could be enhanced with the implementation of a centralized repository whereby agencies using the repository could assist managing real-time updates.

Recommendation

We recommend that FMD work with the appropriate agencies to centralize the tracking of unused and under used parcels and acreage to assist the County's stakeholders with identifying parcels for use and real-time perpetual tracking.

Action Plan

Point of Contact	Target Implementation Date	Email Address
Jose Comayagua (Director, FMD)	June 30, 2021	Jose.Comayagua@fairfaxcounty.gov
Michael Lambert (Assistant Director, FMD)		Michael.Lambert@fairfaxcounty.gov
Tracy Strunk (Division Director, DPD)		Tracy.Strunk@fairfaxcounty.gov
Suzanne Wright (Branch Chief, DPD)		Suzanne.Wright@fairfaxcounty.gov
Thomas Fleetwood (Director, DHCD)		Thomas.Fleetwood@fairfaxcounty.gov

MANAGEMENT RESPONSE:

FMD agrees to maintain a comprehensive inventory of parcels, which will include all unused and underused parcels. FMD will coordinate with DIT and other agencies as necessary. The inventory will be classified according to existing land uses. The listing will also be annotated with important topographical features and institutional knowledge of previous staff due diligence on the developability of the parcels.

The inventory will be made available to other County agencies via a weblink on FMD's home page on the infoweb before the end of the current fiscal year.

Fairfax County
Office of Financial and Program Audit

APPENDICIES

APPENDIX A

County-Owned Land Data Source: FMD Real Estate and Building Services Division Summary Table			
Zoning Type	Parcel Count	Total Acreage	Total Value
<i>Industrial</i>	26	237	\$130,682,759
<i>Residential</i>	425	1,409	\$1,011,153,740
<i>Commercial</i>	50	245	\$758,102,040
<i>Cluster Development</i>	90	115	\$6,033,680
<i>Res Conservation</i>	24	1,041	\$25,131,380
<i>Other</i>	87	554	\$596,336,435
Totals:	702	3,601	\$2,527,440,034

**Fairfax County
Office of Financial and Program Audit**

APPENDIX B

Total County-Owned Property: Lessor Usage Data Source: FMD Real Estate and Building Services Division		
Category	Name	FY 2019 Actuals
Agreements	INOVA	\$520,990
Agreements	A Child's Place	\$222,000
Agreements	Fun & Friends-McNair	\$108,436
Agreements	Wegmans	\$99,700
Agreements	Westgate Child	\$75,237
Crown Castle	Mott CC	\$67,623
Crown Castle	Pohick FS+ Two Subleases	\$61,370
Crown Castle	Revercomb - Popes Head	\$53,686
AT&T	8350 Richmond Hwy	\$50,924
Crown Castle	Crown Castle Chantilly FS	\$50,172
Crown Castle	Firing Range	\$46,957
Verizon sites:	8350 Richmond Hwy - So Co Building	\$45,382
Crown Castle	Crown Castle - Kingstowne FS	\$44,316
Crown Castle	Subleases	\$44,072
Sprint	Sprint Nextel - Pub Safety Center	\$36,373
Verizon sites:	Reston FS	\$31,225
Crown Castle	Subleases (3)	\$31,116
Verizon sites:	Springfield	\$28,082
T-Mobile	Ox Road	\$28,014
T-Mobile	Cameron Pond	\$27,627
T-Mobile	Elk Horn	\$26,222
AT&T	West Springfield	\$26,000
WMATA	9850 Funace Road	\$26,000
T-Mobile	Richmond Highway	\$25,462
Sprint	SO County	\$25,338
Sprint	Sprint Nextel - Gallows Rd	\$24,358
AT&T	Telegraph Rd-(Cricket old)	\$23,483
AT&T	Old Keene Mill Rd - (Cricket old)	\$23,483
Verizon sites:	3300 Gallows Rd	\$23,477
Agreements	Credit Union	\$20,250
Agreements	Facets	\$16,825
AT&T	AT&T Massey Building:	\$16,034
Agreements	Good Shepherd	\$15,000
Agreements	ACCA	\$7,518
Verizon sites:	Kingstowne Fire Station	\$12,360
	Total:	\$1,985,112

**Fairfax County
Office of Financial and Program Audit**

APPENDIX C

**County: Lessor Usage (Excluding Telecommunication Towers)
Data Source: FMD Real Estate and Building Services Division
(Sample: 8 / Population: 35)**

<i>Lessee Name</i>	<i>Lease Expiration</i>	<i>Contract Revenues FY19</i>	<i>Sq. Ft. Per Agreement</i>	<i>Sq. Ft. Usage in Excess of Agreement</i>
INOVA	7/31/2025	\$520,989	19,800	0
A Child's Place	6/31/2028	\$222,000	9,375	0
Fun & Friends-McNair	6/30/2029	\$108,436	6,000	0
Credit Union	Automatic Renewal	\$20,250	630	0
Facets	Concurrent	\$16,825	4,454	0
Good Shepherd	Concurrent	\$15,000	2,166	0
ACCA	Concurrent	\$7,518	21,239	0
Westgate Child	6/30/2029	\$75,237	6,000	0

**Fairfax County
Office of Financial and Program Audit**

APPENDIX D

Total Non-County Owned Leased Property: Lessee Usage Data Source: FMD Real Estate and Building Services Division				
Address	Agency	Lease Expiration	Square Footage	FY 2019 Operating Expense
14725 Flint Lee Road	Wellness Center-Fire & Rescue	06/30/17	0	\$0.00
1374 Chain Bridge Road	McLean CC	12/31/18	880	\$25,980.00
6647-6649 Old Dominion Dr	Temp Library site	12/31/18	7,060	\$197,945.82
8348 Traford Lane	Services Board	12/31/18	13,378	\$145,242.18
2812 Old Lee Highway	Juvenile Court	01/30/19	9,503	\$704,899.52
7700 Leesburg Pike - Tysons Pimmit Lib	TY Library Temporary Site	01/31/19	2,378	\$37,737.21
10640 Page Avenue	Offender Aid, Facets, Asap	04/30/19	22,866	\$1,181,262.56
1515 Great Falls St	Lewinsville Senior Center NCS	06/30/19	No Sq. Ft.	\$170,979.96
7700 Leesburg Pk-Adult Day Care	Health - Temporary Site	07/14/19	7,266	\$229,723.32
8136 Old Keene Mill Rd Suite A207	Heath Dept - WIC Program	07/31/19	1,292	\$26,644.76
14150 Parkeast Cr	Services Board, DHAS, Mental Health Serv	12/31/19	23,985	\$662,417.52
8794 O&P Sacramento Drive	Dept to Prevent Homeless	03/31/20	3,200	\$87,149.86
6500 Landsdowne Centre	Kingstowne Library	06/30/20	15,000	\$119,324.68
10777 Main Street - Kelly Sq	Health Dept	07/31/20	64,682	\$2,042,676.58
1591/1609-A Washington Plaza	Reston Community Center	08/31/20	12,959	\$284,419.40
4010 Maury Place	DHS/DFS/Legal Services NOVA	09/30/20	3,033	\$84,279.15
14260 L Centreville - WIC	Heath Dept - WIC Program	12/31/20	1,273	\$60,163.90
3855 Centerview Drive	CSB - Mental Health Department Serv	06/30/21	22,647	\$549,885.55
Insight Memory Center	IMCC	06/30/21	No Sq. Ft.	\$93,300.96
3304B Culmore Court	Family Resource Center	09/30/21	6,211	\$18,341.96
11150 Sunset Hills	DAHS - Cornerstones	10/31/21	17,371	\$538,838.48
8794 Sacramento Drive	CSB	01/04/22	12,384	\$390,407.31
14426 Albermarle Point Place	Sully CC	03/23/22	12,172	\$328,400.58
14725 Flint Lee Road	Fire & Rescue	06/30/22	17,040	\$184,131.92
7722 Gunston Plz	Neighborhood & Comm Serv - Lorton	06/30/22	4,000	\$128,989.57
2938 Prosperity Avenue	DFS-Food For Others	02/28/23	16,135	\$319,627.57
8136 Old Keene Mill Rd #100	Health	10/31/23	12,343	\$337,761.46
8136 Old Keene Mill Rd #306/308	DFS	10/31/23	1,718	\$42,165.32
8792 Sacramento Drive	Community Center	11/30/23	4,800	\$158,789.10
6637 & 6631 South St	Jefferson Fire Station - Temporary Site	11/30/23	No Sq. Ft.	\$138,808.14
6488 Landsdowne Centre	Kingstowne Active Adult Center	01/31/24	4,900	\$154,632.63
1207 East Main St	Legislative Office (Richmond)	03/31/24	3,334	\$71,188.32
4500 University Drive	Court Records Storage	08/31/24	6,939	\$82,650.84
Not Disclosed	Chantilly Police	09/30/24	29,101	\$679,432.08
12015 Lee Jackson	New Retirement	01/01/25	12,274	\$330,075.09
7921 Jones Branch Road	Providence Dist. Supervisor	08/31/25	4,019	\$0.00
4050 Legato Road	Dept of Transportation	08/31/25	59,952	\$1,867,948.06
Heritage II & III	Health / DFS/ADS/MHS/CSB	08/31/25	100,455	\$2,572,958.22
8601 Morrisette Dr - West Springfield	Pol & Fire Rescue Dept-Vehicle Storage	12/31/25	61,281	\$833,103.07
1086 Elden St - HNRG	Resource Center	09/30/26	7,669	\$236,077.70
11484 Washington Plz - Combined	Reston Community Center	09/30/27	46,088	\$1,356,745.12
10201 Main Street	DFS (OFC)	06/30/28	14,630	\$331,630.70
2674 Avenir Place - Dunn Loring	Police	12/31/35	500	\$5,440.62
Totals:			666,718	\$17,812,177

**Fairfax County
Office of Financial and Program Audit**

APPENDIX E

Non-County Properties Lessee Usage Data Source: FMD Real Estate and Building Services Division (Sample: 12 / Population: 43)						
<i>Lessor</i>	<i>Address</i>	<i>Facility Used By</i>	<i>Lease Expiration</i>	<i>Contract Amount FY19</i>	<i>Contracted Sq. Ft.</i>	<i>Underused Sq. Ft.</i>
Bourj LTD.	Heritage II & III	Health/DFS/ADS/MHS/CSB	08/31/25	\$2,530,622.00	100,455	0
Kelly Square Offices LLC	10777 Main Street - Kelly Sq	Health Dept	07/31/23	\$2,029,232.00	64,682	0
Centerpointe (Fairfax) Holdings LLC	4050 Legato Road	Dept of Transportation	08/31/25	\$1,864,597.00	59,952	0
SSI Washington Plaza LLC	11484 Washington Plz - Combined	Reston Community Center	09/30/27	\$1,354,142.00	46,088	0
PS Business Parks, LP	14150 Parkeast Cr	Services Board, DHAS, Mental Health Serv	05/31/25	\$659,925.00	23,985	0
8601 Associates, LLC	8601 Morrisette Dr - West Springfield	Pol & Fire Rescue Dept-Vehicle Storage	12/31/25	\$823,207.00	61,281	0
EB Dulles I, LLC	3855 Centerview Drive	CSB - Mental Health Department Serv	06/30/21	\$549,885.00	22,647	0
Post Trail, LLC	11150 Sunset Hills	DAHS - Cornerstones	10/31/21	\$538,838.00	17,371	0
CIA-Sacramento Center, LLC	8794 Sacramento Drive	CSB	11/30/23	\$390,407.00	12,384	0
Alum Ridge, LLC	8136 Old Keene Mill Rd #100	Health	10/31/23	\$337,761.00	12,343	0
10201 Olde School LLC	10201 Main Street	DFS (OFC)	06/30/28	\$331,630.00	14,630	0
Map Ground Lease Owner LLC	12015 Lee Jackson	New Retirement	01/01/25	\$321,182.00	12,274	0

**Fairfax County
Office of Financial and Program Audit**

PRIOR PERIOD FINDINGS SUMMARY TABLE

Audit findings are reported below in the following categories:

- **Closed** – Findings which were confirmed to be resolved during the quarter ending September 22, 2020.
- **Pending** – Findings for which corrective measures were in process but not yet resolved as of September 22, 2020.
- **Findings Not Yet Due for Follow Up** – Due to complexity, annual transactions cycle, and other factors, while these findings remain open, they are not yet due for follow up.

<i>Engagements</i>	<i>Number of Closed Findings</i>	<i>Number of Pending Findings</i>	<i>Number of Findings Not Yet Due</i>	<i>All Findings for Engagement Closed</i>
DFS				
Recommendations	1	0	0	Yes
DHCD				
Recommendations	2	2	0	No
DIT				
Recommendations	0	2	0	No
DOF				
Recommendations	0	1	5	No
DMB				
Recommendations	0	1	2	No
DPWES				
Recommendations	2	4	3	No
DTA				
Recommendations	0	3	2	No
FCDOT				
Recommendations	1	5	0	No
FCEDA				
Recommendations	2	3	0	No
FCHD				
Recommendations	4	3	0	No
FCPA				
Recommendations	2	0	0	Yes
FCPD				
Recommendations	0	2	2	No
LDS				
Recommendations	1	3	0	No
OCA				
Recommendations	2	2	0	No
Office of the Sheriff				
Recommendations	0	1	0	No
Totals:	17	32	14	

* Details on all prior period recommendations are maintained in a repository by OFPA.

**Fairfax County
Office of Financial and Program Audit**

PRESENTATION of PRIOR STUDY FINDINGS

Lack of Source Documentation for Overtime Pay (Office of the Sheriff)

Report Quarter: 2018-October

Background:

We recommend that the Office of the Sheriff staff liaise with the appropriate agency(s) to procure an electronic medium to be utilized for scheduling purposes. This system could assist in tracking and maintaining source documentation (re: above in the observation) for prior pay periods.

Target Implementation Date: 12/31/2020

Corrective Action Taken:

- The Sheriff's Office has completed the development stage of the build and are currently in the testing phase. Testing is projected to take 2 months. The next step (training) is projected to take 1 month. We will continue the process of working with county payroll and the FBSG to ensure compliance and compatibility with the county's SAP system.

Point of Contact: Major Tammy Gold

Recommendation Status: ***In-progress***

Standardized IT Procurement Contract Templates (DIT/OCA/DPMM)

Report Quarter: 2018-February

Background:

We recommend that consideration is given to OCA liaising with DIT and DPMM to standardize sections of the contracts, where appropriate. This recommendation is designed to make reductions in the resources needed to compile contracts.

Target Implementation Date: 07-01-21

Corrective Action Taken:

- OCA will continue to work with DPMM and DIT to implement this recommendation.

Points of Contact: Elizabeth Teare / Cathy Muse / Greg Scott

Recommendation Status: ***In-progress***

FCHD Waiver Process (FCHD)

Report Quarter: 2019-October

Background:

We recommend that FCHD develop and implement a documented process whereby periodic reports are run (in a timeframe deemed appropriate utilizing existing FCHD staff) for the waivers coded as NTST Default Payor. FCHD staff should perform periodic review should provide FCHD staff with reasonable assurance that the waivers of fees for eligible clients were properly performed.

Target Implementation Date: 04-30-20

Corrective Action Taken:

- The Health Department has established a semi-annual review of these transactions (July and January) by the Department's Revenue Manager to ensure that the individuals meet the eligibility criteria of being aged 18 or under.

Point of Contact: Dr. Gloria Addo-Ayensu

Recommendation Status: ***Completed***

**Fairfax County
Office of Financial and Program Audit**

INQUIRIES TO OFPA



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

INQUIRIES TO THE OFFICE OF FINANCIAL AND PROGRAM AUDIT

Inquiry Received From	District/Location	Date Received	Concern and/or Requests for Audits	Action by OFPA
Virginia Citizen Request	Hampton, VA	3/27/2020	Virginia citizen submitted a FOIA request to obtain holding on accounts that are owed to citizens, company, and/or corporations. This list may be called, but not limited to Unclaimed Funds, Open items, Open warrant list, Check Reconciliation list.	Forwarded to FOIA Hotline and OCA on 3/27/2020 @ 2:45pm
Fairfax County Constiuent	Springfield District Fairfax, VA	5/16/2020 5/23/2020 5/24/2020	Three separate emails by the constiuent to submit the complaint re: realtors illegally posting signs on County highways.	Submitted to Fairfax County Leadership w/OFFPA on copy. No action taken by OFPA.
Citizen	Unknown	6/2/2020	Citizen contacted our office re: the process of submitting a complaint against a Fairfax County Consumer Protection Division employee.	Forwarded to Health Department (Director, Division of Environmental Health) on 6/9/2020
Fairfax County Constiuent	Mount Vernon District Fairfax County, VA	6/14/2020	The constiuent contacted our office to voice concerns re: the technology issues faced through the use of distance learning.	OFFPA provided the school board district representative for Mount Vernon on 6/15/2020
California Citizen Request	Whittier, CA	6/14/2020	California citizen copied our office along with several County and State representatives on an email re: concerns of misconduct and relations between police officers and detainees in the State of Virginia.	Submitted to Fairfax County Leadership w/OFFPA on copy. No action taken by OFPA.
Virginia Citizen Request	Charlottesville, VA	6/18/2020	Virginia citizen copied our office along with several other County and State Representatives on an email re: Virginia Legislature and District Attorney's office creating legislation to prevent police relations misconduct with people in custody.	Submitted to Fairfax County Leadership w/OFFPA on copy. No action taken by OFPA.
Citizen	Unknown	6/23/2020	Citizen contacted our office to voice concerns re: confronting and acting on anti-racism initiatives.	Citizen did not provide enough information to determine for what he/she was looking. Appeared to be a venting email. No action taken by OFPA.
Citizen	Unknown	6/23/2020	Citizen contacted our office re: steps taken by the County to defund the police and reallocate those monies to community services.	Citizen did not provide enough information to determine for what he/she was looking. Appeared to be a venting email. No action taken by OFPA.

Fairfax County
Office of Financial and Program Audit

ADDENDUM SHEET

OFPA (September 2020 /Agency Report and/or Debriefing)

9/22/2020

The table below lists discussions from the Audit Committee.

<i>Location in Document</i>	<i>Comments</i>

~End~

**Fairfax County
Office of Financial and Program Audit**

SEPTEMBER 2020 REPORT SYNOPSIS

FCPD Moving Citation Operations Study

Observations	Recommendations
(1) Citation Coding Training for Field Officers: FCPD moving citations coded to the State whereby County codes existed.	(1) FCPD initiate a data driven prioritization citation coding training effort. Additionally, the E-Summons application s/b programed to default to County codes for use by the FCPD patrol officers to issue citations.
Management Response: The FCPD is committed to enhancing processes which reduce or eliminate the use of Virginia State Code for moving violations, when applicable Fairfax County Codes exist. The following action should dramatically, if not totally, correct this Audit item. The FCPD's Information Technology Bureau recently received an updated code table from the Fairfax County Court, which provides the FCPD with the most recent update of County Codes for uploading to the Brazos e-summons system. As the Brazos system is updated, FCPD IT Bureau will remove any Virginia State Code where there is a coinciding County Code. Therefore, officers will only be able to use the County Code for these noted violations. Any incidents which require usage of State Code by our officers (i.e. summonses issued in the Town of Vienna or Town of Herndon) can be done by completing a hard copy (PD60) summons form. The IT Bureau will initiate this system change immediately and notification will be made to the Board Auditor for final review once complete.	
Informational Summaries	
(1) FCPD State Coded Unpaid Citations Whereby County Code Exist: FCPD <i>unpaid</i> State coded moving citations where County codes exist.	
Summary Response: Based on follow-up interviews with the Clerk of Court Fairfax County General District Court, reassigning the citations to obtain the money's associated with these coding errors is labor intensive and cost prohibitive. We also liaised with the Office of the County Attorney (OCA). OCA advised OFPA that; since these cases have been completed it is too late to seek an amendment to the charges. To that end, this report will focus on addressing process gaps highlighted in the first observation.	
(2) FCPD State Coded Paid Citations Whereby County Code Exist: FCPD <i>paid</i> State coded moving citations where County codes exist.	
Summary Response: Based on follow-up interviews with the Clerk of Court Fairfax County General District Court, reassigning the citations to obtain the money's associated with these coding errors is labor intensive and cost prohibitive. We also liaised with the Office of the County Attorney (OCA). OCA advised OFPA that; since these cases have been completed it is too late to seek an amendment to the charges. To that end, this report will focus on addressing process gaps highlighted in the first observation.	

Unused and Under Used Properties Study

Observations	Recommendations
(1) Vacant/Open Space Acreage Monitoring and Analysis: Currently within FMD, used and unused parcels/acreage are tracked for the County. This process could be enhanced with the implementation of a centralized repository whereby agencies using the repository could assist managing real-time updates.	(1) We recommend that FMD work with the appropriate agencies to centralize the tracking of unused and under used parcels and acreage to assist the County's stakeholders with identifying parcels for use and real-time perpetual tracking.
Management Response: FMD agrees to maintain a comprehensive inventory of parcels, which will include all unused and underused parcels. FMD will coordinate with DIT and other agencies, as necessary. The inventory will be classified according to existing land uses. The listing will also be annotated with important topographical features and institutional knowledge of previous staff due diligence on the developability of the parcels. The inventory will be made available to other County agencies via a weblink on FMD's home page on the infoweb before the end of the current fiscal year.	

**Fairfax County
Office of Financial and Program Audit**

LIST OF ACRONYMS

AC	Audit Committee
BOS	Board of Supervisors
DHCD	Department of Housing and Community Development
DOF	Department of Finance
DPD	Department of Planning and Development
FMD	Facilities Management Department
FCPD	Fairfax County Police Department
FY	Fiscal Year
GDC	General District Court
OCA	Office of the County Attorney
OFPA	Office of Financial and Program Audit

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**Fairfax County
Office of Financial and Program Audit**



**FAIRFAX COUNTY BOARD OF SUPERVISORS
AUDITOR OF THE BOARD
www.fairfaxcounty.gov/boardauditor
Office of the Financial and Program Audit
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